

Verification Requirements

The following items are required to be verified for Wisconsin Shares Child Care Subsidy:

- Identities of all people in your child care case.
- Dates of birth for everyone.
- Wisconsin residency and home address.
- Marital status.
- Citizenship status or alien status of all of the children needing care.
- Social Security number and/or Social Security application for all of the children needing care.
- Income sources and amounts for all people.
- Household members.
- Approved activity for all parents, guardians and teen parents.
- Federal Employer Identification Number (FEIN) or tax ID number of employers.

Choosing a Provider

You are responsible for choosing a provider. The provider must be regulated as one of the following:

- A licensed group child care center.
- A licensed family provider.
- A certified family provider.
- A child care program run by a public school.

The provider you choose must be participating in the YoungStar program.

You may contact your local child care resource and referral agency, or you can search for providers online at:

<http://childcarefinder.wisconsin.gov/Search/BasicSearch.aspx>

Reporting Changes

Changes to any information provided **must** be reported to your child care worker no later than 10 days after the change occurred. Failure to report changes can result in an overpayment which must be paid back to Wisconsin Shares.

DCF is an equal opportunity employer and service provider. If you have a disability and need information on an alternate format, or need it translated to another language, please contact (608) 266-9049. For TTY call 711. For civil rights questions, call (608) 266-5335 or (866) 864-4585 TTY (Toll Free).

Wisconsin Shares



Rights and Responsibilities

Wisconsin Shares Responsibilities, Rights and Penalties

Child Care Recipient Responsibilities

As a Wisconsin Shares applicant and recipient, you **must** report any of these changes within 10 days of the change:

- You move to a different address.
- Your mailing address changes.
- Someone moves into or out of your home.
- There is a change in your household income (i.e., rate of pay, number of hours worked, change in bonus and/or commission).
- Your Child and/or Family Support is more than \$1,250 per month.
- There is a change in your employment schedule (i.e., change from first shift to second shift).
- There is a change in your school schedule (if you are using Wisconsin Shares child care while you attend school).
- You have a shared placement agreement, and/or the placement schedule changes.
- There is a change in your child care needs.
- You experience any other change that impacts your need for Wisconsin Shares.

You are required to authorize your IM/CC Worker to obtain information from third parties to verify your income, living circumstances and need for child care.

You are responsible to pay your child care provider for any child care costs that are not paid by Wisconsin Shares, including:

- Unauthorized hours of child care.
- Costs not included in the child care price such as transportation, meals, registration fees, art supplies, diapers, etc.
- The difference between the Wisconsin Shares payment and the provider's price.
- Days and times your child is absent if your child has an attendance-based authorization and if the child care provider charges for times the child is absent.

Child Care Recipient Rights

You have the right to:

- Choose your own qualified child care provider, within limits set by law.
- Ask the agency worker to explain anything on this application or other materials that you do not understand.
- Be treated with respect by agency staff.
- Have your private information treated confidentially.
- Have your civil rights upheld.
- Request language or disability accommodations if needed to complete the application or review process.
- Have your application and verification fairly and accurately evaluated.
- Get timely notice of any additional information or verification you need to provide, appointments for phone or in-person interviews and any decisions on your case.
- Request a hearing if you disagree with any action of the agency.

When you apply for Wisconsin Shares, you affirm the following statements:

Child Care Penalties

- I understand that I may have to pay back any Wisconsin Shares subsidy payments made on my behalf, if received in error regardless of who made the error.
- I understand that if I intentionally falsify, mislead, misrepresent or withhold information, misuse child care benefits or intentionally violate state or federal child care laws, I may be denied child care benefits for:
 - 6 months for a 1st intentional program violation
 - 12 months for a 2nd intentional program violation
 - Permanently for a 3rd intentional program violation
- I understand that if I provide false or misleading information or omit information in order to receive benefits to which I am not eligible or in excess of those to which I am eligible, I could be subject to criminal penalties.

Child Support Enforcement

I understand that by applying for Wisconsin Shares, there will be a referral for child support enforcement services.

I understand that I must cooperate with the child support agency in establishing legal parentage for my child(ren) and in collecting child support from any absent parent.

Additional information regarding child support services can be found at:

<http://dcf.wisconsin.gov/bcs/parents.htm>